

SCHEV  
James Monroe Building  
101 North Fourteenth Street  
Richmond, Virginia 23219



State Council of  
Higher Education for Virginia

Phone: (804) 225-2600  
Fax: (804) 225-2604  
TDD: (804) 371-8017  
Web: www.schev.edu

## Instructor Qualification

### Personnel Data

Full Name:				Date:	
	<i>Last</i>	<i>First</i>	<i>M.I.</i>		
Phone:	( )		Work Cell #:	( )	
Work Fax:	( )	E-mail Address:			
Date of Initial Employment:		Full Time:	<input type="checkbox"/>	Part Time:	<input type="checkbox"/>
<b>Name of School (Employer):</b>					
<b>Courses that will be taught:</b>					

### Education

Institution Attended (Name plus city & state of location)	Graduated?		Certificate, Diploma or Degree Earned	Major Area of Study	Dates Attended	
	Yes	No			From (Mo./Yr.)	To (Mo./Yr.)
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				

### Teaching and or Work Experience

Employer		Job Title:	
Address:		Reason for Leaving:	
Subject Taught :			
Job Duties or Responsibilities:			
Length of Work Experience	From:	To:	

Employer		Job Title:	
Address:		Reason for Leaving:	
Subject Taught:			
Job Duties or Responsibilities:			
Length of Work Experience	From:	To:	

Attach separate sheet with additional work experience

**Other Relevant Experience**

**Certifications/Licenses:** (Attach a copy of faculty member' credentials)

Occupational Licenses, Certifications or Registrations Held	State Issued	Expiration Date

**Verification of Qualification** (SCHEV regulations require faculty members to have at least one of the qualifications listed below. Indicate all the qualification that apply and attach the supporting documentation.)

**Faculty teaching A.A.S or A.O.S level:**

- Associate degree in discipline being taught if teaching occupational/technical courses (attach transcript)
- Baccalaureate degree plus at least 18 graduate credits in discipline being taught if teaching general education courses (attach transcripts)
- Qualifies for faculty appointment by virtue of scholarly or professional achievement (attach letter from school director documenting on what basis this determination was made **plus** any documents that support the appointment e.g.: resume, copies of certificates held, licenses)

**Faculty teaching on college-transfer program at the Associate level:**

- Baccalaureate degree in discipline being taught (attach transcript)
- Baccalaureate degree plus at least 18 graduate credits in discipline being taught if teaching general education courses or in programs in the liberal arts and science (attach transcripts)
- Qualifies for faculty appointment by virtue of scholarly or professional achievement (attach letter from school director documenting on what basis this determination was made **plus** any documents that support the appointment e.g.: resume, copies of certificates held, licenses)

**Faculty teaching on Baccalaureate level:**

- Master's degree in discipline being taught (attach transcript)
- Master's degree plus at least 18 graduate credits in discipline being taught if baccalaureate degree is in a different discipline (attach transcripts)
- Qualifies for faculty appointment by virtue of scholarly or professional achievement (attach letter from school director documenting on what basis this determination was made **plus** any documents that support the appointment e.g.: resume or vitae, list of scholarly publications, etc)

**Faculty teaching on Master's level:**

- Doctoral or other terminal degree in discipline being taught (attach transcript)
- Qualifies for faculty appointment by virtue of scholarly or professional achievement (attach letter from school director documenting on what basis this determination was made **plus** any documents that support the appointment e.g.: resume or vitae, list of scholarly publications, etc)

**Faculty teaching technical courses for career-technical programs not leading to a degree and not offered as degree credit:**

- Associate degree related to the area of instruction (attach transcript)
- Two years of technical/occupational experience in the area of teaching responsibility (attach resume)

**Disclaimer and Signature**

I certify that the foregoing statements are true and complete to the best of my knowledge. I understand that false or misleading information may result in my release.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

As an authorized school official, I have carefully reviewed and verified the qualifications of the employee and his/her statements contained on this application. To the best of my knowledge and belief, he/she is qualified for the position as required by the rules for the State Council of Higher Education for Virginia. I understand false and misleading information may result in the suspension and/or revocation of the school's Certificate to Operate, pursuant to § 23.276.6 of the Code of Virginia.

Signature:

Date: